

**Manchester Community College**  
Educational Assistant, Graphic Specialist (2)  
Part Time, 17 hours/week

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public  
**Location:** Manchester Community College, Manchester, CT  
**Hours:** 17 hours per week  
**Salary:** \$26.19 per hour  
**Closing Date:** Continuous recruitment until the positions are filled

**General Knowledge:** A bachelor's degree is required in an appropriately-related field together with one to four years of related experience; or a combination of education, training and experience that would lead to the competencies required for successful performance of the position's essential duties.

**Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their experience has prepared them for the responsibilities of this position.

**Duties:** The Graphics Specialist is accountable for graphic arts and print media design, developing and producing visual and print publications that enhance communication with the college's external and internal publics and support its branding, recruitment and promotional activities through effective performance in essential areas, including:

Designing and developing graphic designs and layouts using desktop publishing technology  
Preparing documents in form for printing or reproduction  
Researching and recommending software and hardware to maintain currency in field  
Managing graphic library including photographs and data from publications  
Preparing or participating in preparation of production schedules  
Overseeing or participating with photography shoots and production  
Participating in proofreading and reviewing documents for form and completeness  
Overseeing or participating in printing, binding and preparing publications for shipment or distribution; these include program catalogs and course schedules  
Administering graphics production budgets, including contracting for outside services  
Participating in preparation of public relations and news pieces, providing graphic support for major events  
Participating in the creation of advertising concepts, images and campaigns

**Application Instructions:** Send letter of interest, resume, transcripts and the names of three references to the address below. Include URL of online portfolio or CD of representative design work:

Charlene Tappan, Director of Marketing and Public Relations  
Manchester Community College  
Great Path MS #6  
PO Box 1046  
Manchester, CT 06045-1046

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.